



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

Inward

No. 25 26/1/06

20.01.2006

No. E1-Acd-296/2006/CAPE/193

CIRCULAR No: 2

Sub: Rules for grant of Maternity Leave to the female employees under the Academy - Modification - Orders issued.

The Executive Committee vide Resolution No. 43.9, v & vi has resolved to enhance the Maternity Leave for the female employees to 135 days and also resolved to sanction leave for miscarriage up to a maximum of 6 weeks with effect from 01.01.2006. In the circumstances orders are hereby issued enhancing the maternity leave of the regular female employees under CAPE to 135 days and introducing leave upto 6 weeks in cases of miscarriage including abortion, subject to production of medical certificate. The conditions prescribed earlier for granting maternity leave will stand. Director, CAPE will be the authority for sanctioning such leave.

These orders will come into force with effect from 01.01.2006.

Sd/-
DIRECTOR

To

- ✓ The Principals of all Colleges under CAPE
2. The Project Engineer, CMC, Kochi.
3. The Accounts Officer, CAPE.
4. S.F.

Forwarded / By Order


ADMINISTRATIVE OFFICER



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

No.EI-767/2006/CAPE/622

INTD. 27/02.2006
No.186 6/3/06...

The Principal,
College of Engineering, Thalassery

Sir

*Sub: CAPE-Estt- Employees of CAPE keeping of Service Books reg
Ref: Letter no.96/06 dated 21.02.2006 from the Principal, College of Engineering,
Perumon.*

Instances have been noticed that the former employees of CAPE or their present employers are asking for the Service Book maintained by the respective institutions under CAPE. The Service Books maintained by our institution need not be sent to any one even in the case of employees who have left service on relief/resignation or termination as these are official records of CAPE. If any Government Department asks for the same, the history of the service of the respective employees alone may be furnished also specifically recording the nature of relief obtained from our institution. The service Book of all employees who left our institution, under whatever circumstance, should be kept in the safe custody of the respective institutions

Yours faithfully


DIRECTOR

3/4/06



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

No. 292 5/4/06

No. E₁-Accd-296/2006/CAPE/983

29.03.2006

Circular No. 8/2006

Sub: CAPE – Service Rules – Certain additions and amendments to leave rules - Orders issued.

While introducing the Service Rules of CAPE with effect from 01.01.2005 the rules for granting various kinds of leave to the regular employees were incorporated under Item No. 7 of Part II of the said service rules. On further examination, certain modifications and additions to the leave rules were found necessary. Therefore the matter had been placed before the Executive Committee at its 43rd meeting held on 23.12.2005 and the Committee vide Resolution No. 43.9 had decided to introduce the following modifications and additions to the CAPE Service Rules.

(i) Leave Without Allowances (New Rule 7- e)

All regular employees, both vacation and non-vacation, may be sanctioned LWA subject to the following conditions.

1. LWA will be granted only on genuine grounds, provided there is no other leave at his/her credit and the sanctioning authority is convinced of the necessity for the leave and that the functioning of the concerned section/ institution is not adversely affected.
2. The maximum number of days of LWA is limited to 60 days.
3. The Director, CAPE will be the authority for sanctioning such leave. Applications for LWA should be forwarded to the Director for sanction, with the specific recommendations of the head of the institution

(ii) Earned leave for Part-time contingent employees (New Rule 7- f)

Part-time contingent employees shall be eligible for earned leave @ one day for every 44 days of service and such earned leave shall not accumulate beyond 30 days. They are also eligible for surrender of earned leave subject to a maximum of 5 days in a financial year. The Director, CAPE shall be the authority for sanctioning the surrender leave.

.....2

(iii) Leave for vacation staff

Para 7 (c) (iii) of the Part II General rules of CAPE service rules is amended as follows:

- (iii) In addition to the vacation, they shall also be eligible for half pay leave at the rate of one day for 22 days of service, per every completed calendar year of service which shall be granted only after completion of each year of service. Maximum half pay leave that can accumulate shall be limited to 60 days. Salary payable during half pay leave shall be half the basic pay and allowances admissible for such half-pay.

Other paras under 7(c) will remain unchanged.

These additions/amendments will take effect from 01.01.2006.

Sd/-
DIRECTOR

To

1. The Principal, Co-operative Institute of Technology, Vadakara
2. The Principal, College of Engineering, Kidangoor
3. The Principal, College of Engineering, Perumon
4. The Principal, College of Engineering, Thalassery
5. The Principal, College of Engineering, Thrirakipur.
6. The Principal, Co-operative Medical College, Kochi
7. The Project Engineer, Co-operative Medical College, Kochi.

Copy to:

E1 & E2 in CAPE

Forwarded/By Order

[Signature]
ADMINISTRATIVE OFFICER

U.R. Abhilash

[Signature]
Principal, Perumon

Deepthi - A.P. Deepthi

Anisha S *[Signature]*

Bejoy Abraham *[Signature]*

Lalitha V.S. *[Signature]*

Rathish T.K. *[Signature]*

Pranod K. *[Signature]*

Shafiq Hussain *[Signature]*

Santhosh K.C. *[Signature]*

Byula. L.V. *[Signature]*

Navas-A-A *[Signature]*

Shiny Joseph *[Signature]*

Shyju T. *[Signature]*

Shijith B. *[Signature]*



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No. Acd-1705/2007/CAPE/ 3284

INWARD

No: 1029

21.11.2007

CIRCULAR -11/2007

Sub: CAPE – Service Rules – Certain additions and amendments to leave rules - Orders issued.

While introducing the Service Rules of CAPE with effect from 01.01.2005 the rules for granting various kinds of leave to the regular employees were incorporated under Item No. 7 of Part II of the said service rules. On further examination, certain modifications and additions to the leave rules were found necessary. Therefore the matter had been placed before the Executive Committee at its 58th meeting held on 18.10.2007 and the Committee vide Resolution No. 58.15 had decided to introduce the following modifications and additions to the CAPE Service Rules.

1) Casual Leave

The number of casual leave allowable to vacation staff shall be increased to 15 days and that of non-vacation staff be increased to 20 days per year.

2) Half-pay-leave

The number of half-pay-leave to which an employee of CAPE is eligible shall be fixed at 20 days per year.

3) Earned Leave

The number of earned leave that will accrue to an employee shall be fixed at 1/11 days of the period of service after declaration of probation.

4) Surrender of Earned leave

There will be no change in the existing rules with regards to the surrender of earned leave.

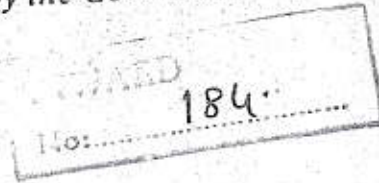
These additions/amendments will take effect from 16.11.2007

DIRECTOR IN CHARGE

E
26/11/07
26/11/07



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION
(Established by the Government of Kerala)




No.E1-895/2008/CAPE / 399

14.03.2008

CIRCULAR No- 03/2008

Sub: CAPE-Estt- Saturday as a holiday for the Academic Staff of Engineering Colleges under CAPE instructions reg.
Ref: Decision of the Executive Committee held on 22.02.2008

It is informed that Saturday is declared as a holiday for the Academic Staff of Engineering Colleges under CAPE with effect from 14.03.2008 provided that the classes should be conducted from 9 A M to 5 P M (or a similar duration convenient to different batch of Students) from Monday to Friday with one hour lunch break so as to have 34 contact hours per week.


DIRECTOR

Copy to

1. The Principal, College of Engineering, Perumon
2. The Principal, College of Engineering, Kidangoor
3. The Principal, College of Engineering, Thalassery
4. The Principal, College of Engineering, Thrigaripur.
5. The Principal, Co-operative Institute of Technology, Vadakara
6. S F



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

Accd-733/2008/CAPE/ 59/

INWARD

No: ...

264

19.04.2008

CIRCULAR No. 4/2008

Sub: CAPE -Estt. Vacation of Teaching staff of Engineering Colleges under CAPE - Reg.

It is informed that all the Academic staff (Teaching, Technical & Library staff), who have completed one year regular service under CAPE are hereby permitted to avail vacation for 2 months (from 01.05.2008 to 30.06.2008) on experimental basis from current academic year (2007-08). If there is necessity for revising this decision, it will be done.

It is also informed that the Teachers are duty bound to carry out examination work even during the vacation without actually detaining them compulsorily in the campus. In the mean time, the Principal and his office will function during the vacation.

Sd/-
DIRECTOR

Forwarded

ADMINISTRATIVE OFFICER

E
24/4/08
CB
24/4/08



CO-OPERATIVE

(Established by the Government of Kerala)

PROFESSIONAL EDUCATION

No.EI-2334/2008/CAPE/1109

INWARD

No:.....

16.07.2008

CIRULAR No.05/2008

Sub: CAPE-Estt-Service matters of staff of Medical /Engineering Colleges- authorizing Principals- Orders issued

At present the sanctioning/issuing authority of various service matters of the staff of Engineering / Medical College/School of Nursing/Project Office under CAPE is the director. The service registers of the staff are now retaining in the concerned Colleges for forwarding the registers to this office a huge amount is being expended towards postage/courier. Undue delay is also being experienced to get their salaries for want of sanction.

Taking all these into consideration, the Principals of Engineering/Medical Colleges under CAPE are authorized to sanction/issue the following service matters of their staff .

1. Leave without Allowance not more than 30 days at a stretch and except for study purposes.
2. Surrender of Earned Leave .
3. Maternity Leave/Miscarriage Leave
4. Experience/Conduct Certificate

The Principals, while considering and disposing the application should satisfy its genuineness. They will be responsible for the lapses, if any on this account.

DIRECTOR

1. The Principals of Engineering Colleges under CAPE
2. The Principal, Co-operative Medical College, Kochi.
3. The Principal, Nursing College(Through the Principal)
4. Project Engineer, Co-operative Medical College, Kochi(Through the Principal)
5. S F



14

INWARD 1054

CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No: E1-3822/2009/CAPE/2307

Dt.08.12.2009

CIRCULAR No: 32/2009

*Sub: CAPE- Estt- Regular employees of Institutions under CAPE-
Enrollment in the EPF Scheme- permission granted to contribute
employees' share more than 12%- Intimation - Reg.
Ref: Circular No: 25/2009 Dt.08.10.2009*

E.
14/12/09
Q

In continuation to circular No: 25/2009, regular employees of Institutions under CAPE are permitted to contribute as much amount as they wish to contribute towards employees' share (in excess of Rs.780/-) subject to the condition that the administrative charges of employees' share exceeding Rs.6500/- per month shall be borne by the employees themselves.

However, the employer's contribution shall be limited to 12% of the pay and allowance subject to a maximum of Rs.780/-.

Sd/-
DIRECTOR

To

1. The Principals of Engineering Colleges under CAPE.
2. The Medical Director, CMC Kochi.
3. The Director, IMT Punnapra.
4. The Project Director, KIMB, Punnapra.
5. The Finance and Administrative Officer, CAPE
6. The Internal Audit Officer, CAPE
7. The Accounts Officer, CAPE
8. The Accounts Section, CAPE
9. All sections, CAPE Office.
10. S.F

Approved for issue

Finance and Administrative Officer



14

INWARD 1054

CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No: E1-3822/2009/CAPE/2307

Dt.08.12.2009

CIRCULAR No: 32/2009

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Enrollment in the EPF Scheme- permission granted to contribute
employees' share more than 12%- Intimation - Reg.
Ref: Circular No: 25/2009 Dt.08.10.2009*

F.
14/12/09
B

In continuation to circular No: 25/2009, regular employees of Institutions under CAPE are permitted to contribute as much amount as they wish to contribute towards employees' share (in excess of Rs.780/-) subject to the condition that the administrative charges of employees' share exceeding Rs.6500/- per month shall be borne by the employees themselves.

However, the employer's contribution shall be limited to 12% of the pay and allowance subject to a maximum of Rs.780/-.

Sd/-
DIRECTOR

To

1. The Principals of Engineering Colleges under CAPE.
2. The Medical Director, CMC Kochi.
3. The Director, IMT Punnapra.
4. The Project Director, KIMB, Punnapra.
5. The Finance and Administrative Officer, CAPE
6. The Internal Audit Officer, CAPE
7. The Accounts Officer, CAPE
8. The Accounts Section, CAPE
9. All sections, CAPE Office.
10. S.F

Approved for issue

Finance and Administrative Officer



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No. 2334/E1/2009/CAPE/420/41

Dtd 30.11.2009

The Medical Director,
Co-Operative Medical College
HMT Colony, P.O,
Kalamassery, Kochi

Sir,

**Sub: Special maternity leave to female contract employees' unification -
Regarding**

**Ref:- 1. Circular No. 18/2009 dtd 28.09.2009 of the Director, CAPE.
2. E3-6992/2009/CMC/5678 dtd 04.08.2009, 29.09.2009**

With reference to the above, the following clarifications are issued regarding the sanction of special maternity allowance to female contract employees.

1. Whether contract employees can be granted leave for 2 months during maternity period as they are receiving special maternity allowance, they cannot be treated as absentees.

Yes

2. Whether those whose termination date comes during maternity period will be entitled to get their term of appointment extended automatically.

No. They shall be entitled to draw maternity allowance till the contract period is valid

3. Whether the absence of such employees over and above the period of 2 months can be regularized by granting LWA

No. There is no provision to sanction LWA to contract employees. However extension of contract period can be considered after the maternity period..

4. Whether the maternity leave can be granted to such employees by the Head of Institutions as is being done in the case of regular employees irrespective of special maternity leave.

They are not entitled to maternity leave. Instead they will be paid maternity allowance till the expiry of two months or till the end of the contract period whichever is earlier. Payment of maternity allowance can be granted by the Head of Institutions.


DIRECTOR

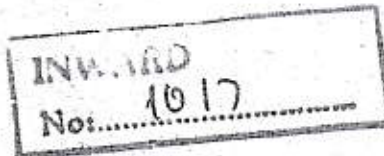
Copy to

1. All Head of Institutions for information and strict action.
2. Stock file



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)



No.E1-2334/2009/CAPE/3/52

21.11.2009

CIRCULAR No- 31/2009

It has come to the notice of the under signed that the Principals/Medical Director are making appointments without obtaining prior sanction from the Director CAPE. This is against the existing rules in force in CAPE and is highly irregular. In some cases, appointments can be made after obtaining sanction from the Director according to the urgency. But it is noticed that the Principals/ Head of the Institution are not obtaining prior sanction from the Director and making appointments on contract / Adhoc basis at their own discretion. This an healthy practice has to be stopped forthwith. Since the Director is the Appointing Authority of all kinds of appointments, Head of the Institution are directed not to make any appointments without prior permission of the Director CAPE. Any such cases noticed hereafter, will be viewed seriously.

Please ensure that the above instructions are strictly carried out. In any circumstances, appointments are to be made urgently. Head of Institutions can appraise the position to the Director and detailed permission. In such cases, the list and Bio data of the persons to be appointed may be submitted to this office for approval.

The contents of the above circular should be circulated among all officers under your control and ensure that appointments are done only with prior permission from the Director CAPE. The reports of the circular may be acknowledge.


DIRECTOR.

To,

1. All Head of Institutions.
2. FAO, CAPE
3. IAO, ACO, CAPE
4. AA, All section CAPE office.

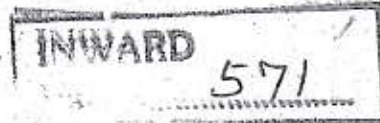


CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

Dt. 28.07.2009

No: E1-2334/2008/CAPE / 1939



CIRCULAR No: 18/2009

Sub: CAPE- Estt- - Contract employees of Institutions under CAPE-Introduction of Special maternity allowance - Regarding.
Ref: Executive committee decision No: 81.4.12

The 81st meeting of the Executive Committee held on 30.06.2009 resolved to introduce special maternity allowance to female contract employees of CAPE and its Institutions equal to 50% of pay for two months for first two deliveries.

In the circumstances, female contract employees of CAPE and its Institutions are eligible for special maternity allowance equal to 50% of pay for two months for first two deliveries.

The above circular shall come into force with effect from 01.07.2009.

Sd/-
DIRECTOR.

To

1. All Principals of Engineering Colleges
2. The Medical Director- CMC Kochi

Copy to

1. E2 & E3 Sections, CAPE office
2. S.F

Approve for issue

Administrative Officer



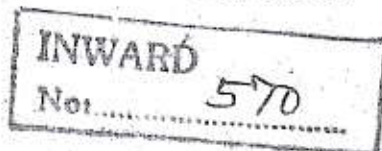
CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No: E1-2334/2008/CAPE/1938

Dt 28.07.2009

CIRCULAR No: 17/2009



Sub: CAPE- Estt-Service Rule- Amendments in the Leave Rules - Regarding.

The 81st Executive Committee at its meeting held on 30.06.2009 had decided to modify the leave rules and to introduce the following amendments to the CAPE Service Rule of regular employees.

1. Enhanced the accumulation limit of earned leave from 60 to 180 days.
2. Employees are permitted to surrender earned leave for 20 days against 10 admissible at present, in a financial year.
3. The maternity leave to female employees is enhanced from 135 days to 150 days.

The above amendments shall take effect from 01.07.2009

Sd/-
DIRECTOR.

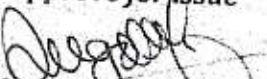
To

1. All Principals of Engineering Colleges
2. The Medical Director, CMC Kochi

Copy to

1. E2 & E3 Sections, CAPE office
2. S.F

Approve for Issue


Administrative Officer



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No: E1-2334/2008/CAPE/2238

Dt.2508.2009

CIRCULAR No: 20/2009

Sub: CAPE- Estt- Issue of Service Books to employees who left CAPE-Service- Reg

It has been noticed that most of the employees leaving CAPE service are requesting to give their Service Books for service benefits under their present employer. Therefore, it has been decided to review the earlier decision that the Service Book should be kept in the concerned Institutions for audit purpose.

All the Principals are permitted to issue Service Book of an employee who left CAPE service through proper channel and also by safe method, provided that a request from their present employer is received. Personal requests shall not be entertained. The Principals are also requested to keep attested copies of all service details in respect of such employees in their personal file for audit purpose.


DIRECTOR.

To

1. All Principals of Engg. Colleges under CAPE
2. Medical Director, CMC Kochi.
3. S.F



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No: E/2334/2008/CAPE/2048

Dt. 27.08.2009

CIRCULAR NO: 21/2009

Sub: CAPE-Estt- Amendment of leave rules- Enhancement of Accumulation limit of Half Pay Leave- Reg

The 82nd Executive Committee at its meeting held on 30.07.2009 had resolved to enhance the accumulation limit of Half Pay Leave from 60 to 180 days.

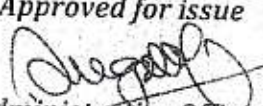
In the circumstances, the accumulation limit of Half Pay Leave is enhanced from 60 to 180 days with immediate effect.

To

Sd/-
DIRECTOR.

1. The Medical Director, CMC Kochi
2. ✓ All Principals of Engineering Colleges under CAPE
3. E2 & E3 sections, CAPE Office
4. S.F

Approved for issue


Administrative Officer



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by Government of Kerala)

No: E1-980/2008/CAPE

Dated.28/06/2010

CIRCULAR NO: E1-09/2010

Sub: CAPE-Estt- Faculties in Engineering Colleges-Re-joining duty after higher studies- instructions issued- Reg.

It has come to the notice of the undersigned that the incumbents who were sanctioned study leave for pursuing higher studies are submitting their request to the Principals of Engineering Colleges from where they were relieved, for re-joining after completion of higher studies. Such practice of faculties is irregular as they were already relieved from the respective stations for higher studies.

In the circumstances, all the faculties of Engineering Colleges who were sanctioned study leave and consequent relief for higher studies are requested to report before the Director, CAPE along with course completion certificate obtained from the competent authorities to consider them for future posting in CAPE Service.

Sd/-
DIRECTOR.

To

1. All Principal of Engineering Colleges,
2. AO/FO/IAO/AA, CAPE.
3. S/F

Approved for issue


Administrative Officer



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

PROCEEDINGS

CAPE - Delegation of financial Powers of Director, CAPE and Principals of Engineering Colleges under CAPE - Enhanced - Orders issued

No. P-261/2011/CAPE/3639

Dated Thiruvananthapuram, 10.10.2011

- Read: 1. This office Circular No.5/2008(No.DIR/16/2973/PER/CAPE/2008/1436) Dated 02.09.2008.
2. This office order No.P-837/2010/CAPE/3580 dated 22.09.2010
3. Resolution No.120/410 of the 120th meeting of the Executive Committee, CAPE held on 26.08.2011

ORDER

As per the resolution read as 3rd paper above, delegation of powers of Director, CAPE and Principals of Engineering Colleges under CAPE for according Administrative Sanction, Technical Sanction/Purchase Sanction are enhanced as shown below.

Sl No.			Existing Delegation of Powers	Enhanced delegation of powers
1	Director	Administrative sanction	Rs.1 lakh	Rs.3 lakhs (Rupees three lakhs only)
		Technical sanction/Purchase Sanction for which Administrative sanction has already been accorded by the Executive Committee	Rs.1 lakh	Rs.5 Lakhs (Rupees five lakhs only)
2	Principals of Engineering colleges under CAPE	Administrative Sanction & Purchase sanction	Rs.15,000/-	Rs.50,000/- (Rupees fifty thousand)

2. The Director, CAPE and the Principals of Engineering Colleges will

(P.T.O)

:2:

issue sanction only after observing rules regarding works, Store Purchase Rules etc.


DIRECTOR

To

1. The Principal, College of Engineering, Perumon
2. The Principal, College of Engineering, Pathanapuram
3. The Principal, College of Engineering, Kidangoor
4. The Principal, College of Engineering and Management, Punnappra
5. The Principal, Co-operative Institute of Technology, Vadakara
6. The Principal, College of Engineering, Thalassery
7. The Principal, College of Engineering, Trikaripur
8. Sr Admn Officer/Chief Engineer/AO I/AO II/FO/IAO/CA to Director
Acc Sn Works Section P Sn, CAPE



17

CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)
PROCEEDINGS

CAPE - Estt - Revision of Scale of Pay of faculties of Engineering Colleges under CAPE
- AICTE - Package - Re-designation of Assistant Professors as Associate Professors -
Orders issued

No. E1-1662(A)/2011/CAPE/ 4135 Dated, Thiruvananthapuram, 06/12/2011

- Read: 1) G.O(P)389/10/H.Edn dated 07.12.2010
2) Proceedings No. E1-318/2011/CAPE dated 23.02.2011
3) Report dated 03.10.2011 of the Departmental Promotion Committee
constituted as per this office order of even number dated 30.06.2011
4) Note dated 03.11.2011 from the Dean, Engineering, Colleges under CAPE

ORDER

In G.O(P) 389/2010/H.Edn dated 07.12.2010, Government have issued orders for implementing the revised AICTE scheme for the teaching staff of Engineering Colleges under State Government. As per proceedings No. E1-318/2011/CAPE dated 23.02.2011, orders have been issued to implement the pay revision in CAPE as per the AICTE Scheme, subject to certain conditions. In the said order, it was ordered, inter alia that declaring/ re-designating of existing Assistant Professors as Associate Professors and Professors will be done by CAPE Director separately considering qualification, length of service seniority etc as per AICTE/Government norms.

2. As resolved by the Executive Committee in its 118th meeting held on 14.06.2011, a Committee was constituted to scrutinize the proposals for re-designation and to submit their recommendations, in terms of AICTE norms and State Government orders. The Committee (Dr. Shaji Senadipan, Principal, College of Engineering, Perumon, Shri. Saji. A.J, Principal, College of Engineering and Management, Punnappra and Shri. Ramachandran V.V, Administrative Officer, CAPE) submitted their report. Their main recommendations as per the terms of reference are

(i) Assistant Professors with 3 years of service in that post as on 01.01.2011 may be re-designated as Associate Professors in the pay band of Rs. 37400-67000 with AGP of Rs. 9000. For fixation of their pay, the Table No. 4 in the Government Order dated 07.12.2010 will be made applicable.

(ii) The 5 incumbent Assistant Professors who have not completed 3 years as on 1.1.2011 in that post, may be ordered to be continued in the same designation until they are placed in the pay band of Rs. 37,400-67000 and may re-designate as Associate Professors on completion of 3 years of service.

(iii) 16 incumbent Lecturers have applied for the post of Associate Professors. The Committee is of opinion that none of them are qualified to be placed to the post of Associate Professors as per the existing CAPE order.

3. The matter was examined in consultation with the Dean, CAPE and following orders are issued.

4. The following incumbent Assistant Professors in the Pre-revised scale of Pay of Rs. 12000-18300 are re-designated as Associate Professors in the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000/- with effect from 01.01.2011. Their pay will notionally be fixed with effect from 01.01.2011 as per Table No. 4 in G.O (P)389/2010/H.Edn dated 07.12.2010 and monetary benefit will be from the date of their ~~15.12.2010~~ order.


Sl. No.	Name	DOJ in CAPE service as Asst. Prof.	Department	Name of Colleges
1.	Shri. Ramachandran C,	03.07.2003	ECE	CE, Thalassery
2.	Smt. Praseeda Lakshmi V	09.03.2005	ECE	CE, Kidangoor
3.	Smt. Bindhu Prakash	28.03.2005	EEE	CE, Perumon
4.	Smt. Indu P Nair	06. 2006	EEE	CE, Kidangoor
5.	Shri. Eby David	10.09.2007	Mechanical	CE, Thalassery
6.	Smt. Smitha C.K	10.09.2007	EIE	CIT Vadakara
7.	Shri. Ojus Thomas Lee	12.09.2007	CSE	CE, Kidangoor
8.	Shri. P. Rajeev	19.09.2007	Mechanical	CE, Thalassery
9.	Smt. Ananda Rashmi	19.09.2007	ECE	CE, Perumon

5. The following incumbent Assistant Professors will be re-designated as Associate Professors with effect from the dates noted against their names. They are placed in the pay band of Rs. 37,400-67000 and re-designated as Associate Professors on completion of 3 years of service in the present designation. Their pay will be fixed as per Table 3 of CAPE order with monetary benefit from the date of this order.

Sl. No.	Name	DOJ in CAPE service as Asst. Prof.	Date of effect of re-designation	Department	Name of Colleges
1.	Shri. Pradeep T.S	23.10.2008	22.10.2011	EIE	CE, Kidangoor
2.	Shri. Mahesh V	29.10.2008	22.10.2011	ECE	CE, Thrikaripur
3.	Shri. N. Sureshkumar	22.10.2008	21.10.2011	CSE	CEM Punnapra
4.	Smt. Naveena A.K	29.10.2008	28.10.2011	CSE	CE, Thrikaripur

Shri. Bejoy Abraham, Assistant Professor will be placed in the pay band of Rs. 37,400-67000 and re-designated as Associate Professor on completion of 3 years service in the present designation.

The Principals concerned will make necessary entries in the Service Book of the incumbents.


DIRECTOR

To

- 1) The incumbents (through the Principals concerned)
- 2) The Principal, College of Engineering, Perumon
- 3) The Principal, College of Engineering, Kidangoor
- 4) The Principal, College of Engineering, Thalassery
- 5) The Principal, CIT Vadakara
- 6) The Principal, College of Engineering and Management Punnapra
- 7) Sr. Administrative Officer/Administrative Officer -1/Finance Officer/Internal Audit Officer
- 8) S.F